

## FORKLIFT SAFETY CHECKLIST

Operator: \_\_\_\_\_

Date: \_\_\_\_\_

Type / Vehicle Number: \_\_\_\_\_

Check the condition of the forklift; repair/action must be taken when you checked no

YES NO

### EQUIPMENT DAMAGE CHECK

- \_\_\_ \_\_\_ 1. Is the mast working?
- \_\_\_ \_\_\_ 2. Is the carriage in good condition?
- \_\_\_ \_\_\_ 3. Have you checked forks for possible cracks or distortion?
- \_\_\_ \_\_\_ 4. Is seat belt not frayed or damaged?
- \_\_\_ \_\_\_ 5. Is backrest in good condition?
- \_\_\_ \_\_\_ 6. Are forklift tires not worn out? Check for flat spots in the tires that may affect tires functionality.
- \_\_\_ \_\_\_ 7. Are hydraulic hoses not loose or damaged?
- \_\_\_ \_\_\_ 8. Are belts & pulleys in good condition?
- \_\_\_ \_\_\_ 9. Are overhead guards free from damage or missing bolts?
- \_\_\_ \_\_\_ 10. Are fire extinguishers in an easily accessible location?
- \_\_\_ \_\_\_ 11. Are other parts free from damage?

### POWER PLANT

- \_\_\_ \_\_\_ 1. Are battery plug connections not loose?
- \_\_\_ \_\_\_ 2. Have you check for leaks or damages in the fuel tank?
- \_\_\_ \_\_\_ 3. Are nozzles, valves and fuel lines free of leaks?
- \_\_\_ \_\_\_ 4. Have you checked for other damage?

### OPERATIONAL CHECK

- \_\_\_ \_\_\_ 1. Are all gauges or indicators working?
- \_\_\_ \_\_\_ 2. Are warning lights working?
- \_\_\_ \_\_\_ 3. Are operational lights working?
- \_\_\_ \_\_\_ 4. Have you checked the engines oil levels?
- \_\_\_ \_\_\_ 5. Have you checked the coolant level?
- \_\_\_ \_\_\_ 6. Have you checked the fuel level?
- \_\_\_ \_\_\_ 7. Have you checked the hydraulic fluid level?
- \_\_\_ \_\_\_ 8. Have you checked the battery power?
- \_\_\_ \_\_\_ 9. Does the lift mechanism operate smoothly?
- \_\_\_ \_\_\_ 10. Does the tilt mechanism move and hold smoothly?
- \_\_\_ \_\_\_ 11. Is the horn working?
- \_\_\_ \_\_\_ 12. Have you checked if steering moves smoothly?
- \_\_\_ \_\_\_ 13. Have you checked if the parking brake holds against slight acceleration?
- \_\_\_ \_\_\_ 14. Is operational brake working properly?
- \_\_\_ \_\_\_ 15. Other

#### GENERAL SAFETY

- \_\_\_ \_\_\_ 1. Is equipment in good working condition?
- \_\_\_ \_\_\_ 2. Problem reported, if there is?